

POLICY: SCHOOL-SPONSORED ACTIVITIES

J PAUL TAYLOR ACADEMY

www.jaultayloracademy.org

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This policy serves to provide guidelines for the review and approval of student activities sponsored by J. Paul Taylor Academy (JPTA).

I. Definitions

For purposes of this policy, the following definitions shall apply:

1. School-Sponsored Activities – Activities that are planned and conducted by JPTA personnel and approved by the Executive Director. School sponsored activities may take place on or off school property and during or after the Typical School Day.
2. Non-School Sponsored Activities – Activities that don't meet the criteria of School-Sponsored Activities.
3. Elevated Risk Activities – Activities that expose JPTA, its Governance Council, its employees and/or students to *greater risk* of personal injury, property damage, or general liability than those experienced in a typical school setting. These risks are identified by the Executive Director as either “increased”, “managed”, or “high” risk as defined below:
 - a. Increased Risk Activities– School-Sponsored Activities that impose greater risk than those in a typical school setting.
 - b. Managed Risk Activities – Activities that have been identified as *Elevated Risk Activities*, and therefore, have systematically applied and documented procedures and policies consistent with any existing JPTA rules, policies or procedures to reduce associated risks to an acceptable level.
 - c. High Risk Activities - Activities that are identified as too difficult to control and/or monitor and/or beyond the scope of acceptable risk for JPTA, and therefore beyond approval.
4. Typical School Day – Each day that the school is educating students according to the academic calendar and from 8:00 am until 3:15 pm on or off school grounds.

II. Responsibilities

A. School Executive Director

1. All School-Sponsored Activities shall be reviewed, as outlined below, and approved by the Executive Director prior to being scheduled and announced. The Executive Director shall be exclusively vested with the authority to approve and not approve School-Sponsored activities.
2. School-Sponsored Activity Safety Plans must be submitted and approved prior to any trip leaving school grounds.
3. The Executive Director shall ensure that all contracts and agreements are approved in accordance with school policy and established procedures.
4. The Executive Director shall be the signatory on all such contracts and agreements. JPTA will not be financially responsible for, and has no obligation to reimburse, individuals or businesses for contracts or agreements that lack authorized signatures.
5. The Executive Director will be responsible for ensuring that the School Sponsored Activity is consistent with the educational mission of the school, extends learning opportunities to participants, and that participation in the activity is open to all qualified students.

B. Staff Sponsor

1. The sponsor must submit an Activity Request Form and a field trip Safety Plan prior to executing the activity.
2. The staff sponsor shall attend all meetings, functions, or practices of the activity, advise and supervise students, and keep the School Executive Director informed regarding the activity.
3. Permission slips shall be provided to, signed, and collected from guardians of all students attending off-site activities.

C. Review Process

- 1) A JPTA Sponsored Activity Request form to approve an activity must be submitted to the School Executive Director at least two weeks before the proposed activity and include: name of staff sponsor; a description and purpose of the activity; date, time, and place of the activity; cost; any contracts/agreements required for participation in the activity; and any additional information that may assist the administrator in reviewing the request. The sponsor must submit activities that require more time to review and/or develop management plans with sufficient time to process. An approved activity request is an approval only for the activities described in the request. The request form shall have a

statement to that effect. Any deviations from those activities are the responsibility of the Activity Sponsor per the Compliance section below.

- 2) Activities and programs that are excluded from the School's insurance coverage are prohibited.
- 3) The School Executive Director determines whether the activity is an Elevated Risk activity and if so, categorizes it as an Increased, Managed or High Risk Activity. Activities identified as non-Elevated Risk Activities may be approved without further action.
- 4) **Any Activities** that the Executive Director *considers to be potentially High Risk* will be denied.
- 5) The School Executive Director will return a copy of the request or other written approval to the requestor with a mark of approval or denial, or a request for further information. The original request shall be kept for school records.

IV. Non-School Sponsored Activities

- A. Activities that are sponsored by non-JPTA individuals or non-JPTA organizations shall not be planned during the school day, monies shall not be collected in the school, and information concerning the trip shall not be discussed or distributed in the school or during the school day.
- B. The Governance Council and the school shall assume no responsibility or liability for non-school sponsored activities.
- C. Employees shall not, during the regular school day, participate in, advertise, promote, or enroll students for non-school sponsored activities, non-school sponsored travel-study programs, or non-school sponsored trips.
- D. Employees shall not use school system funds, resources, or equipment to advertise, promote, or enroll students for non-school sponsored activities.
- E. Travel agencies or other organizations that are not established as school sponsored business partners shall not be permitted to come into school for the purpose of advertising, promoting, or enrolling students for non-school sponsored travel-study programs or trips.
- F. Nothing in this policy will preclude an established school-sponsored business partnership from disseminating materials about such programs as long as the materials clearly indicate that the activity is not affiliated with, sponsored by, or endorsed by J. Paul Taylor Academy.
- G. Students who participate in a non-school sponsored activity and who are absent during all or part of the school day shall be counted as unexcused absent unless the Executive Director grants permission prior to the activity per the JPTA attendance policy.

V. Compliance

All employees are responsible for adherence to School policies, rules, and procedures as established here, and when entering into contracts and agreements for School-Sponsored Activities.

VI. Records

All school-approved activities shall be kept on file for a minimum of two years.

J. PAUL TAYLOR ACADEMY SCHOOL-SPONSORED ACTIVITY REQUEST

(STAFF SPONSOR: COMPLETE THIS PAGE AT LEAST TWO WEEKS BEFORE THE PROPOSED ACTIVITY)

Requestor Name:

Activity Start Date/Time:

Activity End Date/Time:

Place of Activity:

Activity description

Activity purpose as it relates to the JPTA program

Activity/Process

Projected Cost Calculation:

Required contract or Agreements Description:

Other Information for Review:

Requestor

I understand that an approval for this activity is only for the activity as described. I am responsible for any activity that occurs outside the approved activity as described.

Staff Sponsor Signature: _____

Date: _____

J. PAUL TAYLOR ACADEMY SCHOOL SPONSORED ACTIVITY REQUEST

(SCHOOL EXECUTIVE DIRECTOR: COMPLETE THIS PAGE)

Activity Sponsor:

Activity Start Date/Time:

Activity End Date/Time:

Place of Activity:

Risk identification

This activity is an “Elevated-Risk Activity” as defined by the JPTA School-Sponsored Activities Policy:

Yes ☐ No ☐ If yes, I further identify this activity as:

☐ **Increased Risk** -Activities that expose the School, the Governance Council, its employees and/or students to greater risk of personal injury, property damage or general liability.

☐ **Managed Risk** - Activities that the Executive Director has pre-identified as Elevated Risk Activities, and therefore, has systematically applied and documented procedures and policies consistent with the JPTA School-Sponsored Activity Policy to reduce associated risks to an acceptable level. Requestor: Please review the following JPTA document relevant to this activity:_____

☐ **High Risk** -Activities identified as too difficult to control and/or monitor and/or beyond the scope of acceptable risk for JPTA, and therefore beyond approval.

Executive Director approval

(High-Risk Activities cannot be approved)

☐ I approve this Activity.

☐ I approve the Activity contingent on implementation of the following measures:_____

☐ Please provide further detail as described and re-submit a **new** Request:

☐ I deny approval for this Activity.

Signature:_____Date:_____

Activity Safety Plan

	Activity Date	Activity Time	Transportation
Start:	<input type="text"/>	<input type="text"/>	<input type="text"/>
End:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Lead Staff: _____ Activity Requested By: _____

Other Staff and Adults on the Activity:

Emergency Contact #1 & phone number: _____ PH: _____

Emergency Contact #2 & phone number: _____ PH: _____

Safety Trained Staff: _____

Nearest Hospital: _____ PH: _____

Contract(s) Needed? Yes / No - If Yes, List: _____

Check(s) Needed? Yes / No - If Yes, List: _____

Total Activity Cost Estimate: \$_____

Describe any staffing and supervision details that will help explain how safety is increased:

Transportation – Is transportation needed? Yes / No - If Yes, complete this section

Type of transportation: _____

Who will make these plans? _____

Is ADA Transport Necessary? Yes / No - If yes, state the plan below.

Indicate the time that the transportation is will arrive to school and return to school above

Other Transportation Notes:

Place check below to indicate that you have the indicated item(s).

Student Med Forms: _____

Notebooks: _____

Student Food: _____

Contact List: _____

Clipboard(s): _____

Student Needs

Permission Slips: _____

Camera(s): _____

Journal: _____

1st Aid Kit: _____

Water: _____

Sunscreen: _____

Walkie-Talkies: _____

Maps: _____

Raingear: _____

Toilet Paper: _____

Other Gen. Needs: _____

Jacket: _____

Sunscreen: _____

Hat: _____

Rain Gear/ Equip: _____

Student Water: _____

Other: _____

Notes:

Safety Plan Approval Status: Approved / Needed

Executive Director's Signature: _____ Date: _____

The Executive Director's signature on this safety plan indicates that this school activity has been approved and that this document serves as the activity "trip ticket."

<<< Sign Below AFTER the Trip >>>

Please sign below indicated that the safety plan has been successfully implemented. In the event that it was not, please provide a written incident/statement explaining what occurred.

Lead Staff Signature: _____